

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140093-0

18

CONTROL NO.

DDG/OTR/ISS - 17

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE OF REPORT
☐ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

Projected Use of

3. FUNCTIONAL AREA
☐ PERSONNEL
☐ LOGISTICS
☐ MEDICAL
☐ TRAINING
☐ SECURITY
☐ FINANCE

☒ ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
2

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Semi-Annual

6. DISTRIBUTION (No. of components not number of copies)
1

7. FORMAT (memorandum, form computer print-out, etc)
Memorandum

8. ADP PROCESSING
☐ YES IF YES GIVE ADP PROCESSING NO.
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memo from EA/TR - 1 Dec and 1 June each year.

10. PREPARING COMPONENT (include lowest level contributing information to report)
Staff

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
None
(Verbal Check with Branches)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
7	4.50		.5		2.25		2		4.50
			.5				x 2 = 1		

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$4.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Information needed to plan

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			0	STAT
<input type="checkbox"/> DISCONTINUE				

16. DATE OF INVENTORY
9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
Chief, Instructional Support Staff

18. EXTENSION

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